



## OFFICE OF THE TOWN ADMINISTRATOR

Town of Middleton  
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### MEMORANDUM

TO: All Employees

FROM: Andrew Sheehan, Town Administrator

SUBJ.: Vacation Carry-Over

DATE: May 4, 2020

Due to the COVID-19 emergency, we will be allowing minor variations on the usual time and amount of vacation carry-over. This applies to this year only.

Your available vacation time is listed on your paystub or you may consult with your Department Head for your current amount.

All employees will be granted an extension to the timeline to use their “bucket” or remaining vacation time from FY20 until September 30, 2020.

All non-union employees: After September 30, 2020, may carry over up to 1 week automatically or up to 2 weeks with permission of Department Head and Assistant Town Administrator/HR Director to be used by December 31, 2020.

#### Union Positions:

- Clerical: May buyback one week – must inform department head by June 1, 2020; May carry over 40 hours automatically or 80 hours with permission of Department Head to be used by December 31, 2020.
- Fulltime Firefighters: May carry over all vacation time.
- Police: For those hired after 6/25/2019 may buyback 10 days, for those hired before 6/25/2019 may buyback remainder of vacation days. May carry over up to 1 week automatically or up to 2 weeks with permission of department head and Assistant Town Administrator/HR Director to be used by December 31, 2020.
- DPW: If employed 5 years or more may buyback 1 week; May carry over 3 weeks to be used by December 31, 2020.

Any vacation time not utilized by the cut-off date(s) will be forfeited.

As usual, Department Heads may utilize black out days or periods and will give permission for utilization of vacation time as is necessary for departmental operations.